

**DEPARTMENT OF REHABILITATION SERVICES**  
**JOB OPPORTUNITY**

**PAYROLL OFFICER 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

The Department of Rehabilitation Services presently is accepting applications to fill one (1) Payroll Officer 1 position located at its Central Office in Hartford.

**Open To:** The Public and State Employees

**Position:** Payroll Officer 1 (AR-21)

**Location:** 25 Sigourney Street, Hartford, CT

**Job Posting No:** 102739

**Hours:** Monday – Friday 40 hours-per-week

**Salary Range:** \$56,307.00 - \$69,036.00 Annually (AR-21)

**Closing Date:** September 21, 2012

**EXAMPLE OF DUTIES:** Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; reviews accuracy of payroll including shift differential payments, annual increases, collective bargaining increases, retirement calculations, workers compensation benefits and revisions for attachments; prepares or closely supervises more complex portions of a payroll such as retroactive payments or garnishments; supervises reconciliation of payroll deductions and coding of payroll expenditures; supervises maintenance of time records including issuing semi-annual leave balances; supervises control and distribution of paychecks; answers employees questions relating to payroll; may compile payroll expenditure data for budget preparation; may provide information and process paperwork regarding employee fringe benefits; performs related duties as required.

**MINIMUM QULIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of and ability to apply state payroll policies and procedures; knowledge of uses of office machinery used in accounting work; some knowledge of governmental accounting as it applies to payroll; considerable skill in performing arithmetical computations; interpersonal skills; oral communication skills; supervisory ability.

**EXPERIENCE AND TRAINING:**

**General Experience:** Five (5) years of experience in complex clerical work in accounting or payroll.

**Special Experience:** Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**NOTE:** Applications will be accepted from candidates who have taken the current Payroll Officer 1 examination 091420 and have received a passing score, and from state employees who already have attained permanent status in this job class. This position may be filled by candidates from mandatory Re-employment and SEBAC Lists, which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application For Examination or Employment (CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, SEPTEMBER 21, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer  
The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**